

BURLINGTON FIRE COMMISSION
Minutes of the Meeting
December 3, 2019

Minutes of December 3, 2019 Meeting of the Burlington Fire Commission. The meeting of the Burlington Fire Commission convened at 08:28 hours in Station 1 Conference Room with Commissioners Bond, McLaughlin, Perkinson, Sheehey, and Sweeney. Chief Locke, Deputy Chief Brown, and Administrative Assistant Meghan Sweeney were also present.

Meeting End Time

Meeting end time set for 09:00 by motion from Commissioner McLaughlin and seconded by Commissioner Sheehey.

Minutes of the October Meeting

Commissioner Bond asked if any edits needed to be made to October minutes. Minutes accepted as written.

Chief's Oral Report

Chief Locke updated via email prior to the meeting:

The items below are updates on what is happening around the Department.

Fleet – As you know, Tower 1 was struck while parked on the ramp at Station 1. The truck is in Florida at the manufacturer and repairs are almost complete. We hope to have it returned in the next couple weeks. The new Rescue truck has served us well while the tower has been out. We are still trying to sell the old tower, and while we have had some interest, we have not found a buyer yet. The new Ambulance 1 is scheduled to arrive in the summer of 2020. We are meeting with the fleet manager in the next couple weeks to discuss future needs.

Personnel – We currently have two vacancies and three members out on extended injury leave. This is in addition to several members out on FMLA. We are currently accepting applications through mid-December and then we will begin the hiring process. We expect the recruit class to start the first week of March. We have promoted Nathan Perkins to acting lieutenant.

Regional Dispatch – The process continues as we work to develop the final cost of consolidation. There are many moving pieces to this and it is taking longer than anyone would like.

Scheduling Software – We continue to work through obstacles with the new scheduling software. While these challenges are becoming less each day, there are several differences that keeps everyone on their toes. Meghan has tested the electronic import from the scheduling software into the payroll system, which should save considerable time in the future. While change is never easy, I believe this was the right thing to do.

Budget – As we are about to conclude the first half of the budget season we monitor the budget status frequently. I am pleased with ambulance collection revenues, but remain concerned with the high amount of overtime. I hope to have enough vacancy savings to cover the excess overtime.

FY 21 Budget – We are beginning to develop the FY 21 budget. While final direction has not been provided to department heads as I write this, I suspect there will be no new spending (except salaries/benefits). This will be troublesome for sure. We are however, moving forward with the request to hire nine firefighters over two years to staff a third ambulance. We have also asked for 75k annually to cover paramedic education, so we can continue to send incumbents to paramedic school. This is currently being discussed at Board of Finance and should be before the voters in March. We expect to do some outreach/education before the vote happens.

CAD – Closest unit dispatch (proximity) is still being used and the crews are adjusting to not having formal districts. I remain interested in what the end of year data will bring. I expect unit movements will have decreased in the neighborhood of 20 percent. This helps to keep our units available for other emergencies and reduces maintenance on the fleet.

Bulletin Boards – The electronic bulletin boards have arrived and are installed in most of the stations. These are intended for situational awareness and a way to ensure everyone has the same information easily available.

Grant – DC Brown has sent out the information to bid on the station exhaust removal systems approved in the Fire Act grant. This project is expected to cost approximately 175k with 90 percent covered by the grant. Once completed, every bay in every station will have this capability.

Training Site – We have received the permits needed to create a training site at McNeil using Conex boxes. We anticipate we can build this for less than 40k and hope to have it done by late spring 2020. This will give us a capability we are currently lacking.

ISO – The ISO representative came on November 19 and spent the day touring the city. The team had collected much of the information in advance, and he was here to validate and ask questions. We currently have a rating of 3 on a 1 – 10 scale (1 is the best). We are gathering documentation and are striving for a 1. This is a lofty goal, but with enhancements in training and communications this may be possible. We do not expect to know our results until spring.

Addressing – We have been working with the City's E-911 coordinator to address several complexes in the City that are not addressed correctly. These are complexes that have several buildings all having the same street number. We just finished 80 Austin Drive and have begun 161 Austin Drive. This is not a quick process, but one that is worth the time.

Station 1 Plumbing – We are working with a vendor to develop an RFP to separate the roof drains from the sanitary sewer lines as well as replace the vent pipes in the attic. We hope that this will resolve the issues we are having with toilets overflowing during heavy rains.

Commissioner McLaughlin asked how the Tower was transported to Florida for repairs. A third party company was hired and the cost for the travel is built into the claim for the repair.

Commissioner Sheehy asked about the setup of the Conex boxes. The interiors will be interchangeable, but the exterior will remain in the same configuration.

Old Business/New Business

Chief Locke was appointed Acting Chief Administrative Officer (CAO) by Mayor Weinberger effective November 28th. Chief Locke expects this appointment to be short-term. Commissioner Perkinson asked how it will impact the Fire Department. The chief plans to split his day between the fire station and city hall. Commissioner Perkinson followed up stating he wished the commission had been included with more communication of the appointment. He also wants to make sure Chief Locke's efforts are recognized during this time.

Meeting dates set for 2020. Commissioner Bond requested the website be updated if it still states meetings are held every sixth Tuesday as that is no longer accurate. Meghan will update.

Commissioner Bond asked if there was any update to the impact of Garnet Medical taking our calls. There has been no data collected, however it does not appear we are going to the addresses we would expect to see a change at less.

Open Session

Nothing at this time.

Adjourn

With nothing further the meeting adjourned 08:52.

DRAFT